

Capital Planning Committee

Meeting Minutes

December 11, 2014

In attendance were:

Steve Andrew
Andrew Flanagan
Charles Foskett
Mike Morse
Brian Rehrig
Diane Johnson
Ruth Lewis
Anthony Lionetta
Barbara Thornton

Also in attendance: Eve Margolis

* Denotes those not in attendance

- **Meeting Opened:** Agenda and other materials were distributed. Minutes of the December 4 meeting were reviewed and approved subject to the following: revise “Jon” to “John” Cole, and under Police Requests, License Plate Reader, revise “CPC voted” to “Subcommittee recommended” against this request.
- **Health and Human Services Requests:** Christine Bongiorno, Patti Brennan and Carol Kowalski were in attendance to make a presentation on the department’s requests for funds for the Whittemore Robbins House, the Cottage and the Carriage House. Also presented were requests for the Central School Property (senior center). Christine estimates that about 40% of the Town’s 9,400 seniors use the Center on a regular basis.

Overall, the sum of these requests is nearly a \$1 million. In addition, some of these requests will lead to future requests for construction funding. (likely north of a \$1 million plus) Many of these requests are new this year and with funds requested for FY2016. Also, the uses of the Cottage and the Carriage House have not been determined.

Some general CPC comments were: 1) Before any renovations to the cottage or carriage house are done the future use of this space should be determined. A space programming evaluation should be conducted. (can Carol Kowalski review this?), 2) Building Renovations are outside the realm of H & H and may be better handled by a different department, 3) Making new requests for the current capital budget is not appropriate unless there are overriding reasons (this is not fair to other departments that are planning and are in the queue), 4) written quotes are needed to substantiate the dollars requested (some of the amounts being requested appear to be excessive) and; 5) some of these requests would be eligible for future CPA funding.

Barbara Thornton offered to consolidate the subcommittee's position and provide a written recommended approach.

- **Building Maintenance Committee Report:** Andrew Flanagan and Barbara Thornton reported on the BMC's status and recommendations. (written document provided). The key recommendation is for the establishment of a Facilities Department overseen by a Director and reporting directly to the Town Manager. The Director of Facilities will be responsible for all town owned, town occupied buildings (both maintenance and custodial care) with the exception of the fire stations, which are taken care of by fire personnel. This will centralize the responsibility and; provided for greater efficiency and proper planning. Funds for maintenance and custodial care will be extracted from the operating budgets of the various town departments involved. The CPC was very excited about the work done by the BMC. Nice job Barbara!!
- **School Department Requests:** Barbara Thornton reported on the subcommittee's findings. (written report provided) All requests are recommended for acceptance by the subcommittee. Diane Johnson noted that there is the need to replace the turf at Peirce Field is more urgent due to the development of trip hazards related from differential wearing of the surface. This replacement was planned for FY18 in the amount of \$500k. The request is revised to FY16. Also noted is that the High School did not make this year's MSBA list so the High School project will not take place in the near future. There were concerns/discussions about replacing the field and then having it impacted by the HS project. The thought of replacing the current turf with a lower grade material was expressed. Diane has been trying and will continue to try to get pricing options.

Relative to the Stratton School Renovations, the current preferred approach is to take on the project in a consolidated time frame, rather than stretching it out over more years. The controlling parameter is whether the School Department can handle the housing of students during construction. Diane Johnson reported that this is being studied and appears feasible although module classrooms may be needed. Her plan is to provide a report to the School Committee on three scenarios for housing students by mid-January.

IT related requests will be discussed at the next meeting. Barbara noted that there are three drivers behind the request for computers: replacement, parity and new programming.

- **Treasurer's Requests:** Charlie Foskett and Steve Andrew revisited discussions of the last CPC meeting on the Treasurer's request for office security measures and the software study. (written memo provided) The subcommittee's present position is to support the following security measures: cameras, signs and panic button to police department. The estimate cost of these is about \$17k.

Also supported is a reduced amount (\$20k) for consultant services to make recommendations on new software platform (likely Munis but given that is an important generational purchase the study should be done) If approved by the CPC, the Town Manager intends to ask the FinCom for a transfer from the Reserve fund for this effort so it can be expedited. It is important to all that the RFP for the consultant be issued as well as the selection process and study completed as soon as possible.

- **Community Preservation Act Discussion:** The CPC debated the manner of logging requests to reflect the CPA. Example: add another column to the Capital Plan under "other"

funding sources and designate there requests would be eligible for CPA funding. The premise is that, similar to other “others”, the CPA could be used for these items and leaving non exempt funds for requests that are not eligible.

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- **Misplaced IT requests:** Barbara Thornton noted that some departments have IT related items in their requests. These need to be shifted over to IT.
- **Next meeting:** December 18. Also another meeting add >> January 8, 2015

Adjournment